



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: Public School Academy Authorizers

FROM: Greg Olszta

DATE: September 11, 2003

SUBJECT: Procedures for Public School Academies Grade Level and Site Change or Addition

The start of a new school year and the activity associated with this leads me to write regarding the procedures for:

- Adding grade levels,
- changing sites,
- adding additional sites to existing schools,
- filing of contract amendments and
- opening a newly authorized school.

Contract Amendments

An amendment to the authorizing contract must be approved by both the authorizing body and the academy according to the process identified in the authorizing contract when public school academies add grade levels, change location, or add an additional site. Contract amendments should be submitted to the Public School Academy (PSA) Program within ten days of approval, just as authorizing contracts would be submitted to the Superintendent of Public Instruction within ten days of issue.

Adding or Moving to a New School Building Site

Contract amendments for change in school location or site, and for the addition of a site for an existing academy should be submitted at least two weeks before the occupancy of the school. Whenever possible, documentation of approval by the Department of Consumer and Industry Services (CIS), Bureau of Construction Codes and Fire Safety (BCC/FS), should be submitted in advance, along with the contract amendment. Failure to provide all of these documents to the PSA Program will delay these required changes in the School Code Master maintained by the Center for Educational Performance and Information (CEPI) and issuance of a building code. At the time that the contract amendment is submitted to the PSA Program, a letter with the amendment document should identify changes in telephone and fax numbers, as well as any changes in school leader or principal at the school.

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Grade Level Changes

Contract amendments adding a grade level change should likewise be submitted at least two weeks in advance of the required date for implementation and should be submitted with the curriculum for those additional grades.

Adding grade levels to schools already authorized to offer those grade levels still requires that written notice be provided to the PSA Program at least two weeks before the start of the school year. If the curriculum documents for those added grade levels have not already been submitted to the PSA Program, these need to be submitted at this time as well. Written notice to the PSA Program is required each time additional grade levels are added and when there is a change in the configuration of the grade levels already authorized at existing buildings. Failure to submit these required documents in advance will delay changes in the School Code Master and may cause confusion and delay in getting required information to CEPI and other state agencies.

Public School Academies should be advised *not* to contact CEPI to report any changes in grades, address, telephone numbers, etc. CEPI will only make changes and updates to the School Code Master in response to information provided by the PSA Program.

Newly Authorized Academies

Public school academies that have a school district code and are opening for the first time, but lack a building code, must submit approval for occupancy by CIS, BCC/FS, along with a letter that identifies the planned opening date for the school and planned ending date for the school year. If the site of the building was not specifically identified in the authorizing contract, the site has changed since original authorization, or the telephone, fax number and/or school leader has changed, include that information in the letter. If the site has changed from the one originally identified in the authorizing contract, then this will require an amendment to the contract as well.

The PSA Program cannot request a building code from CEPI until all information is submitted. Authorization for payment of state school aid will not be made until a building code has been assigned. Thus, delay in submission of required information will cause confusion in reporting data, and delay in approval of state school aid payment.

Note

When PSAs request inspection and approval for occupancy by CIS, BCC/FS, please ensure that schools advise the inspector, or their supervisor, that the name of the academy, as authorized, appears on the inspection and certification documents. Also, please ensure that the address of the academy, as it appears on the authorizing contract or amendment, matches that indicated by BCC/FS. On multiple occasions the name and address of the academy as listed on the BCC/FS inspection/certification document have not matched the information indicated on the authorizing contract or amendment. Information that does not match will delay the approval process and assignment of a building code number.

Please share this information with academies that you have authorized and ask that they share the information with educational management companies under contract to the schools.